

OFFICE OF YOUTH DEVELOPMENT

KATHLEEN BABINEAUX BLANCO, GOVERNOR

SIMON G. GONSOLIN, DEPUTY SECRETARY

General Notice of Impending Layoffs

TO: Office of Youth Development Employees Who Have Not Contacted Us Since Hurricane Katrina

FROM: Simon Gonsoulin
Deputy Secretary

SUBJECT: Layoff For Employees Who Have Not Contacted Us Since Hurricane Katrina

DATE: November 2, 2005

In accordance with the requirements of Civil Service Rule 17.10(a)1, notice is hereby given of impending layoffs to be implemented by our department for those employees who have not contacted our agency since Hurricane Katrina. It seems reasonable to assume that such employees may never report back to work. A written plan to implement this layoff will be submitted to the Department of State Civil Service for its approval.

Subject to Civil Service approval, our agency will implement this layoff on December 4, 2005. Any employee who has not contacted our agency prior to this date will be laid off at the beginning of business that day.

We will mail a copy of the layoff plan to the last known address for each affected employee allowing no less than 28 calendar days for employees to receive and respond to the plan.

Any questions concerning this matter should be directed to Trudy Gautreau, Human Resource Director at (225) 287-7977 or e-mail to TGautreau@oyd.louisiana.gov. We sincerely regret the need for this action.

SG:teg